



USER'S MANUAL ACCESS DATABASE INVOICING

February 13, 2006
(Revision 1)



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1.0 INTRODUCTION

The purpose of the document is to describe the steps to enter time sheet information into an Access database, generate an invoice and submit the electronic file to be imported into ADOT's database.

To get started, click on the "ADOT Invoicing" database, after doing so the screen below will display.

INSTRUCTIONS

1. Select the Invoice Number table from the dropdown list below to enter a new invoice period.
2. Select the Contract.
3. Select the Subconsultant.
4. Select the Employee's name.
5. Enter Time Sheet information.
6. Select the report from the dropdown list, select "Preview Report" to print the report. After printing the report, select "Close" to return to this screen to print the next report.

1 Tables Edit Table

2 Contract: 6 Select Report: Preview Report

3 Company:

4 Employee Name: Double Click to Save and Exit Program

Time Sheet #Name?

Invoice	Week	TRACS No	Org No:	CEMMS	RT Hours	OT Hours	Car Miles	Mileage	Vehicle Lease	Lodging	Meals	Telephone	F
5	▼			0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Record: 1 of 1

To duplicate a field in the record above it, click Control + '

To reduce the size of the database - select "Tools > Database Utilities > Compact and Repair Database". Perform this step before sending database to ADOT each invoice period.

2.0 ENTERING CONTRACT INFORMATION

The first task that will need to be performed when you receive ADOT's blank invoice database is enter the information associated with the contract such as the start date, ending date, company name, mileage rate and contract amount. To enter this information, select the "Contract Nos" table from the dropdown list and click "Edit Table".

Tables Edit Table



The screen below will display.

Company	Contract No	Mileage	Contract Amount	Contract Start	Contract End
AMEC	03-49	\$0.00	\$0.00		
CEI	03-50	\$0.00	\$0.00		
DMJM	03-51	\$0.00	\$0.00		
HDR	03-52	\$0.00	\$0.00		
PB	03-53	\$0.00	\$0.00		
QT	03-54	\$0.00	\$0.00		
TRISTAR	03-55	\$0.00	\$0.00		
URS	03-56	\$0.00	\$0.00		
		\$0.00	\$0.00		

Double Click to Return to Employee Information

Double Click to Return to Time Sheet

1. Enter the mileage rate, Contract Amount, Contract Start Date and Contract End dates into the fields provides. If the mileage rate is calculated in the overhead rate, the mileage rate field will be blank.
2. After entering the information, double click the "Double Click to Return to Time Sheet" or "Double Click to Return to Employee Info" button to go the time sheet or the employee information screen.

3.0 COMPANY NAME

The next task that will be to be performed is entering the subconsultants associated with the contract. Follow the steps below to enter the subconsultants for this contract.

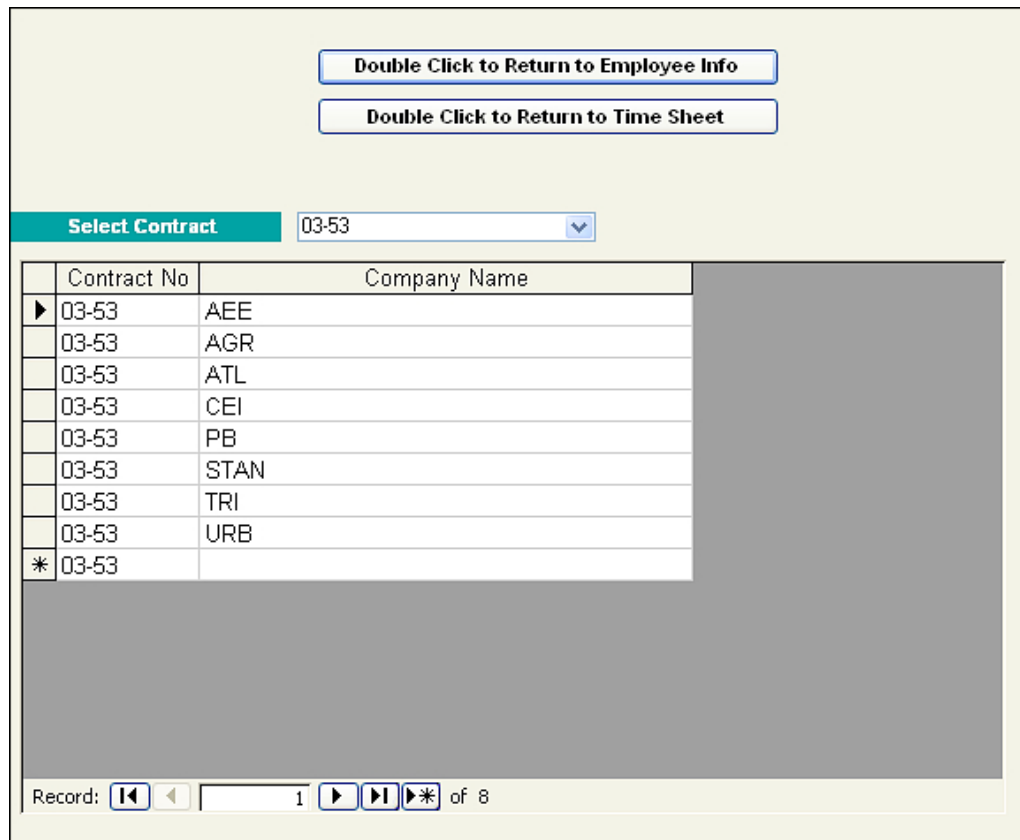
1. To enter the company names for the contract, select "Company Names" from the dropdown list and click "Edit Table".

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice No" table.
2. ALWAYS select the Employee's name first and then enter the employee name.
3. If the Employee Name, TRACS No, Task, or CEMMS No is not entered, the system will not allow you to enter the employee name and click "Edit Table".

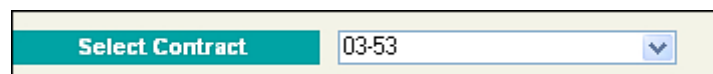
Tables: Company Names


The screen below will display.

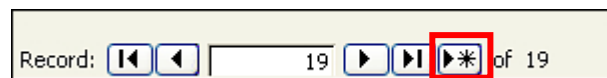


Contract No	Company Name
03-53	AEE
03-53	AGR
03-53	ATL
03-53	CEI
03-53	PB
03-53	STAN
03-53	TRI
03-53	URB
* 03-53	

2. Select the Contract number from the dropdown list at the top of the screen.



3. Click the  button at the bottom of the screen to create a new record. Enter an abbreviation for the subconsultant for the contract.



4. After entering all companies, double click the "Double Click to Return to Time Sheet" or "Double Click to Return to Employee Info" button to go the time sheet or the employee information screen.

4.0 INVOICE NUMBER

When the ADOT Invoice Database is distributed to each consultant, the invoice number is blank since each consultant has different invoice numbers for different periods so each consultant will need to insert invoice numbers until they get to the current invoice number before any time sheet information can be entered.



1. Select the "Invoice No" from the dropdown list and click "Edit Table"

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice No"
2. ALWAYS select the Employee's name first and the enter t
3. If the Employee Name, TRACS No, Task, or CEMMS No is and click "Edit Table".

Tables Invoice No

The screen below will display.

Invoice No **Invoice Period**

Select Company PB

Contract #	Invoice	Invoice Period
03-53	23	March 3, 2005 through July 2, 2005
03-53	24	April 3, 2005 through May 2, 2005
03-53	25	May 3, 2005 through June 2, 2005
03-53	26	June 3, 2005 through July 2, 2005
03-53	27	July 3, 2005 through August 2, 2005
03-53	28	August 3, 2005 through September 2, 2005
03-53	29	September 3, 2005 through October 2, 2005
03-53	30	October 3, 2005 through November 2, 2005

Record: 5 of 8

2. Select the Company from the dropdown list at the top of the screen and Click "Add Record". The Contract # and Invoice columns will be filled-in automatically and cannot be changed. Enter the Invoice Period for that invoice number. The database is setup to start the invoice numbering at 20 for each company. Continue selecting "Add Record" until the current invoice number is entered. For the initial setup, the month and year can be entered into the "Invoice Period" field until the current invoice number has been added. **DO NOT GO PAST THE CURRENT INVOICE PERIOD.** Once the current invoice number has been added, enter the invoice period start and end dates.

Select Company PB



3. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

5.0 EMPLOYEE RECORDS

5.1 Creating a New Record

Entering the employee information is the next step that will need to be performed in order to select that employee to enter the time sheet information. To create a new record, follow the steps outline below.

1. Select the "Employee Information" from the dropdown list and click "Edit Table".

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice No" table
2. ALWAYS select the Employee's name first and then enter the time
3. If the Employee Name, TRACS No, Task, or CEMMS No is not listed and click "Edit Table".

Tables Employee Information Edit Table

CLICK

The screen below will display

INSTRUCTIONS


1. To add a new Employee, click the button at the bottom of the screen.
2. Enter the Employee Information.


Double Click to Return to Time Sheet

ID	(AutoNumber)	Autonumber-DO NOT FILL IN
First Name		
Last Name		
Employee Name		Example: Sam Smith
Contract No		
Company/Sub		
Tech Class		
Employee No		
Regular Rate		\$0.00
Overtime Rate		\$0.00

Tables Edit Table

If the choice is not on the drop-down list, select the appropriate table from the drop-down list below and click "Edit Table"

- Click the  button at the bottom of the screen to create a new record. Enter the information for the employee following the onscreen instructions.

Record:   19    of 19

ALL FIELDS MUST BE FILLED IN.

Repeat step 2 until all employees are entered.

- After entering all the information for the employees, double click on the "Double Click to Return to Time Sheet" button at the top to return to the Time Sheet.

5.2 Editing an Existing Record

If the employee already exists in the database and their information needs to be edited, follow the steps below to edit an existing record.

- Select the "Employee Information" from the dropdown list and click "Edit Table".

INSTRUCTIONS

- Update the Invoice Number by selecting the "Invoice No" table
- ALWAYS select the Employee's name first and the enter the time
- If the Employee Name, TRACS No, Task, or CEMMS No is not listed and click "Edit Table".

Tables Employee Information Edit Table

CLICK

The screen below will display





**FILL IN ALL FIELDS - DO NOT LEAVE ANY BLANK
NO DUPLICATE EMPLOYEE NUMBERS ARE ALLOWED**


Double Click to Return to Time Sheet

ID	19	Autonumber-DO NOT FILL IN
First Name	John	
Last Name	Smith	
Employee Name	J. Smith	Example: S. Smith
Company	PB	
Contract Nos	03-53	
Tech Class Abbreviation	III	
Employee No	111-11	Example: 111-22
Regular Rate	\$50.00	
Overtime Rate	\$75.00	

Tables Edit Table



- Click the   19   buttons at the bottom of the screen to scroll through the database until the employee is displayed to be edited. Edit the information.

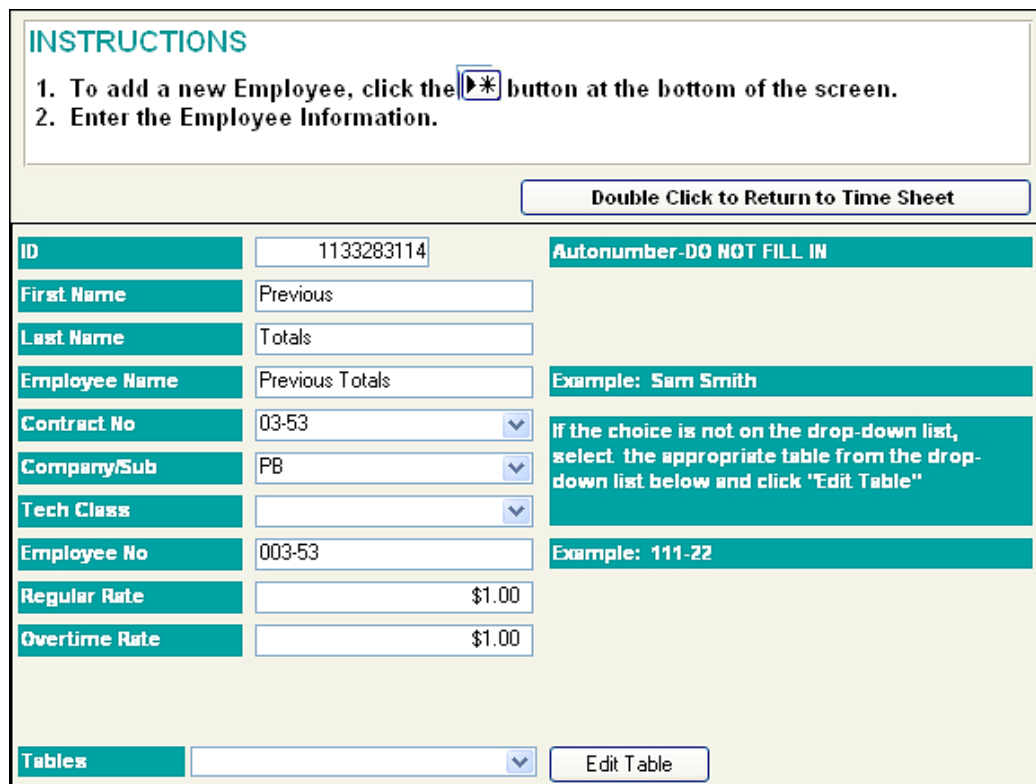


- After editing the information, double click on the "Double Click to Return to Time Sheet" button at the top to return to the Time Sheet.


6.0 ACCUMULATIVE TOTAL

Since this database is being introduced in the middle of contracts, it does not contain the previous amounts invoiced to ADOT and will need to be entered. Follow the steps below to enter previous accumulated amounts.

- Add an Employee named "Previous Total" as shown below, make sure to add your correct Contract No and Company. For the Employee No., add an "0" at the beginning and enter your contract number for the last 4 digits.




INSTRUCTIONS

- To add a new Employee, click the  button at the bottom of the screen.
- Enter the Employee Information.

Double Click to Return to Time Sheet

ID	1133283114	Autonumber-DO NOT FILL IN
First Name	Previous	
Last Name	Totals	
Employee Name	Previous Totals	Example: Sam Smith
Contract No	03-53	If the choice is not on the drop-down list, select the appropriate table from the drop-down list below and click "Edit Table"
Company/Sub	PB	
Tech Class		
Employee No	003-53	Example: 111-22
Regular Rate		\$1.00
Overtime Rate		\$1.00

Tables  **Edit Table**

- Regular Rate = \$1.00 (The reason is because when you enter the accumulated about from the last invoice in the RT hour field on the timesheet, it will list the correct dollar amount in the total).
- Overtime Rate = \$1.00



- Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.
- Select the Contract No., the Company the contract is listed under and the Employee "Previous Total" as shown below.

INSTRUCTIONS

- Select the Invoice Number table from the dropdown list below to enter a new invoice period.
- Select the Contract.
- Select the Subconsultant.
- Select the Employee's name.
- Enter Time Sheet information.
- Select the report from the dropdown list, select "Preview Report" to print the report. After printing the report, select "Close" to return to this screen to print the next report.

1 Tables Edit Table

2 Contract: Parsons Brinckerhoff Construction 5 Select Report: Preview Report

3 Sub: PB

4 Employee Name: Totals Double Click to Save and Exit Program

Time Sheet Totals Previous

Invoice	Week	TRACS No	Org No:	CEMMS	RT Hours	OT Hours	Car Miles	Mileage	Vehicle Lease	Lodging	Meals	Telephone
23	9/30/2005	H534801C	8630	0	15184.78	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H534901C	8230	0	48355.4	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H537002C	7748	0	7767.24	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H538101C	7740	0	13299.62	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H544901C	7759	0	4160.98	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H549401C	8630	0	104567.05	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H550401C	8230	0	256.73	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H552901C	8332	0	43054.11	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H553201C	7744	0	723.32	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H557101C	8332	0	151691.35	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H560901C	7746	0	211.6	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H561001C	7746	0	415466.12	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H563001C	8830	0	6444.24	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H564201C	8330	0	47899	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	9/30/2005	H566601C	7748	0	21446.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Record: 1 of 97

To duplicate a field in the record above it, click Control + '

To reduce the size of the database - select "Tools > Database Utilities > Compact and Repair Database". Perform this step weekly.

- Enter all the amounts for the TRACS by selecting the previous invoice number (NOT YOUR CURRENT INVOICE PERIOD), date, TRACS number and enter the total dollar amount in the "RT Hours" field from the Accumulated TRACS Report and using the amount in the "Total Accumulated Amount" column. Continue entering the information until all previous amounts have been entered.

THIS IS A ONE TIME ENTRY.

- After entering all previous accumulated amounts and before entering any current timesheet records for the current invoice period, select the "Payment by Trac" Report and select "Preview Report" to verify that the total is correct. If it is correct, start entering current invoice information.

7.0 CEMMS NUMBER

All CEMMS numbers have been inserted by ADOT. The list supplied will not be used by all consultants so to shorten the list to only those needed by the contract, follow the steps below.

1. Select the "CEMMS" from the dropdown list and click "Edit Table"

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice No
2. ALWAYS select the Employee's name first and the enter
3. If the Employee Name, TRACS No, Task, or CEMMS No i
and click "Edit Table".

Tables


CEMMS

▼

Edit Table

The screen below will display.

INSTRUCTIONS

1. To add a new CEMMS No, click the  button at the bottom of the screen.

CEMMS	Active
6011	<input checked="" type="checkbox"/>
6012	<input checked="" type="checkbox"/>
6013	<input type="checkbox"/>
6014	<input checked="" type="checkbox"/>
6015	<input type="checkbox"/>
6016	<input checked="" type="checkbox"/>
6111	<input checked="" type="checkbox"/>
6112	<input checked="" type="checkbox"/>
6113	<input checked="" type="checkbox"/>

Select/Deselect All

Double Click to Return to Time Sheet

2. In the "Active" column either check or uncheck the checkbox next to the CEMMS number to be activated or deactivated, respectively.
3. To select all CEMMS numbers or to deselect all CEMMS numbers, click the "Select/Deselect All" button.
4. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

8.0 TRACS NUMBER

When the ADOT Invoice database is distributed it will contain the list of TRACS numbers with their corresponding Org number. All the TRACS numbers in the list will not be used by all consultants so to shorten the list to only those needed by the contract, follow the steps below. These steps will also be followed if ADOT closes a TRACS number.

8.1 Activating and Deactivating TRACS Numbers

1. Select the "TRACS and Org No" from the dropdown list and click "Edit Table"

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice No"
2. ALWAYS select the Employee's name first and then enter
3. If the Employee Name, TRACS No, Task, or CEMMS No is and click "Edit Table".

Tables


TRACS and Org No

▼

Edit Table

The screen below will display.

INSTRUCTIONS

1. To add a new TRACS No, click the  button at the bottom of the screen.
2. Enter the TRACS No, Org No and put a checkmark in the box to the right of the TRACS No to activate it.
3. To deactivate a TRACS No, deselect the checkbox to the right of the TRACS No.

Select/Deselect All

Click to Return to Time Sheet

TRACS No	Org No	Active
H210701C	8730	<input checked="" type="checkbox"/>
H274103C	8530	<input checked="" type="checkbox"/>
H274106C	8530	<input checked="" type="checkbox"/>
H303001C	4020	<input checked="" type="checkbox"/>
H313502C	8131	<input checked="" type="checkbox"/>
H319003C	8131	<input checked="" type="checkbox"/>
H355201C	8332	<input checked="" type="checkbox"/>
H386501C	8830	<input checked="" type="checkbox"/>
H386803C	8830	<input checked="" type="checkbox"/>
H390502C	8730	<input checked="" type="checkbox"/>
H407601C	8330	<input checked="" type="checkbox"/>
H410901C	8530	<input checked="" type="checkbox"/>

2. In the "Active" column either check or uncheck the checkbox next to the TRACS number to be activated or deactivated, respectively.
3. To select all TRACS numbers or to deselect all TRACS numbers, click the "Select/Deselect All" button.
4. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.



8.2 Inserting a New TRACS Number


If a new TRACS is created, ADOT will send the new number, via email to the consultant. The consultant will need to enter the new TRACS number with the corresponding Org Number into the table so it will be available on the dropdown list on the time sheet. Follow the steps below to enter a new TRACS number.




1. Select the "TRACS and Org No" from the dropdown list and click "Edit Table"

INSTRUCTIONS
1. Update the Invoice Number by selecting the "Invoice No"
2. ALWAYS select the Employee's name first and the enter
3. If the Employee Name, TRACS No, Task, or CEMMS No is
and click "Edit Table".
Tables TRACS and Org No Edit Table

The screen below will display.

TRACS No	Org No	Active	Double Click to Return to Time Sheet
H210701C	8730	<input type="checkbox"/>	
H355201C	8332	<input type="checkbox"/>	
H411909C	8430	<input type="checkbox"/>	
H423901C	8131	<input type="checkbox"/>	
H447301C	8740	<input checked="" type="checkbox"/>	
H450902C	8130	<input type="checkbox"/>	
H450903C	8130	<input type="checkbox"/>	
H458201C	8132	<input type="checkbox"/>	
H460201C	8430	<input type="checkbox"/>	
H466501C	8130	<input type="checkbox"/>	
H497201C	8630	<input checked="" type="checkbox"/>	
H503703C	8431	<input checked="" type="checkbox"/>	
H503706C	8430	<input type="checkbox"/>	
H508803C	7758	<input type="checkbox"/>	

2. Click the  button at the bottom of the screen to create a new record. Copy the TRACS number from the email and paste it in the TRACS number field making sure not to add any extra spaces to the number. Enter the corresponding Org number and place a check mark in the checkbox to the right of the number to activate the TRACS number for the contract.

Record:   19    of 19

3. Double click the “Double Click to Return to Time Sheet” button at the top to return to the time sheet.

9.0 ENTERING TIME SHEET INFORMATION

Once the information has been entered in the previous steps, time sheet information can be entered.

INSTRUCTIONS

1. Select the Invoice Number table from the dropdown list below
2. Select the Contract.
3. Select the Sub.
4. Select the Employee's name.
5. Enter Time Sheet information
6. Select the report from the dropdown list, select "Preview Report" to print the report. After printing the report, select "Close" to return to this screen to print the next report.

1 Tables

Edit Table

2 Contract:

6 Select Report

Preview Report

3 Sub:

Double Click to Save and Exit Program

4 Employee Name:

Time Sheet #Name?

	Invoice	Day	TRACS No	Org No:	CEMMS	RT Hours	OT Hours	Car Miles	Mileage	Vehicle Lease	Lodging	Meals	Telephone
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Record:

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

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To duplicate a field in the record above it, click Control + '

1. Select the “Contract”, “Sub” and “Employee Name” from the dropdown lists.

Contract:	PB	
Sub:	PB	
Employee Name:	Total	



2. Enter the information into the fields provided. To advance to the next field, click the "Tab" key on the keyboard. The fields include:

Field	Entry
Invoice	Select the invoice number for the period being entered.
Week	Enter the week ending date for that entry. Entered mm/dd/yyyy.
TRACS No	Select a TRACS number from the dropdown list. If the TRACS is not listed, select the TRACS and Org No table and enter the new TRACS number with the corresponding Org No.
Org No	The Org number is automatically inserted. If the TRACS No has a different Org No, select from the dropdown list.
CEMMS	Select the CEMMS number from the dropdown list
RT Hours	Enter the number of regular hours the employee worked for that TRACS
OT Hours	Enter the number of overtime hours the employee worked for that TRACS
Car Miles	Enter the mileage.
Mileage	This field is locked and is automatically calculated on the mileage rate that was entered on the Contract No table.
Vehicle Lease	Enter the dollar amount for a leased vehicle
Lodging	Enter the dollar amount for lodging
Meals	Enter the dollar amount for meals
Telephone	Enter the dollar amount for the telephone
Personal Vehicle	Enter the dollar amount for the personal vehicle used.
Billing	Enter the dollar amount for any additional billing
Total	This field is locked and automatically calculates the total of the record

Once all the time sheet information has been entered for that employee, select the next employee and start entering his/her time sheet information. Continue entering the time sheet information until all the information has been entered for the invoice period.

IF YOU ARE IN A FIELD THAT HAS THE SAME VALUE AS THE ONE ABOVE IT, CLICK CONTROL + ' AND ACCESS WILL PUT THE SAME VALUE IN THE FIELD BELOW IT.

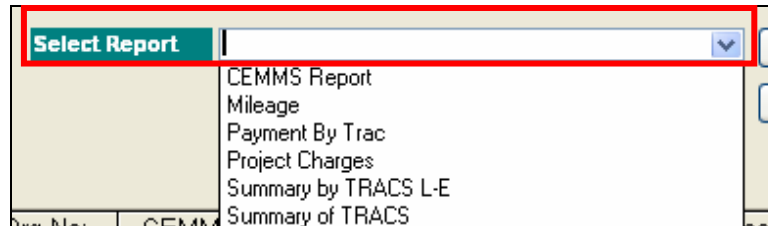
10.0 GENERATING THE INVOICE REPORTS

After you have entered all the information for the invoice period, five reports need to be generated and submitted to ADOT. The reports that need to be generated and submitted to ADOT include:

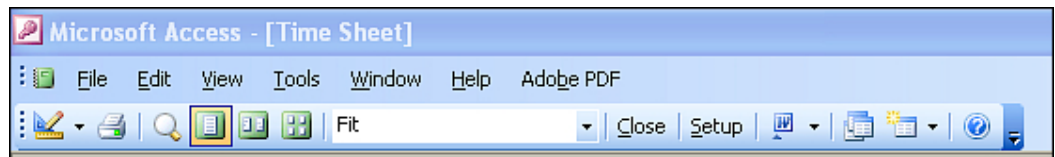
- CEMMS Report
- Payment by Trac
- Project Charges
- Summary by TRACS L-E
- Summary of TRACS


Follow the steps below to generate these reports:

1. Select a report from the dropdown list and click "Preview Report". A window will display to enter the invoice period, enter the current invoice period and click "Okay". The report will display in a new window.



2. Click the printer  icon to print the report.



3. After printing the report, click the close  button to return to the Time Sheet form. Select the next report and repeat the steps above until all five reports have been printed.



11.0 EDITING INFORMATION

To edit the information from the different tables available, select the table from the dropdown list, click "Edit Table" to go to that table and make edits. After making the changes, click the button to return to the time sheet form.

INSTRUCTIONS

1. Update the Invoice Number by selecting the "Invoice I
2. ALWAYS select the Employee's name first and the ent
3. If the Employee Name, TRACS No, Task, or CEMMS No and click "Edit Table".

Tables

12.0 EXPORTING THE DATABASE TO SEND TO ADOT

After all invoice information has been entered and the invoice has been approved by ADOT, the database can now be exported and sent to ADOT.

Follow these steps to export the database and send it to ADOT:

1. Create a new folder on your C: drive titled "ADOTData"
2. Return to the database and click the "Export" button. A window will display that the data has been exported successfully.

INSTRUCTIONS

1. Select the Invoice Number table from the dropdown list below to enter a new invoice period.
2. Select the Contract.
3. Select the Subconsultant.
4. Select the Employee's name.
5. Enter Time Sheet information.
6. Select the report from the dropdown list, select "Preview Report" to print the report. After printing the report, select "Close" to return to this screen to print the next report.

1 Tables

2 Contract:

3 Company:

4 Employee Name:

Time Sheet #Name?

3. Go to your email program (Outlook or Lotus Notes) and create a new email to Michelle Bowser [MBowser@azdot.gov]
4. Attach the five Excel tables that are located in the C:\ADOTData folder and click "Send". The five tables are: Contract Nos, Employees, Invoice No, Subs and Time Sheet.
5. Once you have sent to the tables to ADOT, either delete them or move them to another folder to achieve.